

HOW TO OBTAIN YOUR CRIMINAL BACKGROUND CHECK

D.C. Code, sec. 21-2043, requires court-appointed guardians to file:

- (1) A criminal history check from the Metropolitan Police Department (MPD); and
- (2) A fingerprint background check from the Federal Bureau of Investigation (FBI).

To obtain the MPD criminal history check:

STEP 1: Collect the following items:

- Government issued photo ID, such as a driver's license or non-driver ID
OR
Original birth certificate AND Social Security card
- \$7 fee payable in cash or by credit card

STEP 2: Go to MPD, 300 Indiana Ave., NW, Room 1075 (first floor), complete form PD70, present your identification, and pay fee.

- This office is open Monday through Friday from 9am to 5pm.
- Cash payments must be made at the Treasurer's Office, Room 1175 (first floor).
- Credit card payments may be made in Room 1075.
- Please wait to receive the results of the MPD criminal history check. Allow for a minimum of 1 - 1 ½ hours to complete the process.
- File the MPD criminal history check results with the Court no later than 60 days from the date of your appointment (or other period of time set by court order). Remember to comply with Probate Rule 5.1. Maintain a copy for your files.

To obtain the FBI fingerprint background check:

STEP 1: Collect the following items:

- Government issued photo ID, such as a driver's license or non-driver ID
OR
Original birth certificate AND Social Security card
- FBI fingerprint card (Form FD 258) (copy attached)
- \$5 fee payable in cash or by credit card, if fingerprinted by MPD.
 - If working with an FBI "Channeler," please follow the procedure set forth on page 2 of this packet.

STEP 2: Go to the MPD or the State Police to obtain fingerprints.

To obtain fingerprints at the MPD, please visit 300 Indiana Ave., NW, Civilian Fingerprint Office, Room 3054 (third floor), between the hours of 9am to 5pm (Monday-Friday), and present the FBI fingerprint card (Form FD 258), present your identification, and pay fee.

- Cash payments must be made at the Treasurer's Office, Room 1175 (first floor).
- Credit card payments may be made in Room 3054.

Step 3: Forward the completed FBI fingerprint card to the FBI (see page 2 of this packet for further information).

- File FBI fingerprint background check results with the Court no later than 180 days from the date of your appointment (or other period of time set by court order). Maintain a copy for your files.

For more information on obtaining the MPD criminal history check, please call the Civilian Fingerprint Section at 202-727-4409.



INSTRUCTIONS REGARDING FBI IDENTITY HISTORY SUMMARY (AKA FINGERPRINT BACKGROUND CHECK)

To obtain the FBI fingerprint background check:

OPTION 1: Submit your request directly to the FBI.

- Step 1: Complete the Applicant Information Form (attached).
- Step 2: Obtain a set of fingerprints using FBI Form FD-258 (attached). Present to the MPD Civilian Fingerprint Office (Room 3054) or the State Police with the FBI fingerprint card to be fingerprinted.
- Step 3: Submit payment (\$18 per request) to the FBI. Acceptable forms of payment include credit card (payment form attached), money order, or certified check. Cash, personal checks, or business checks WILL NOT be accepted and will delay the request.
- Step 4: Review the checklist (attached) to ensure all items have been collected to process the request.
- Step 5: Mail the required items above to
FBI CJIS Division- Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

OPTION 2: Submit to an FBI-approved “Channeler.”

- The FBI-approved Channeler will forward the necessary data electronically to the FBI CJIS Division. The Channeler receives the electronic summary check from the FBI for dissemination to the individual. The Channeler expedites the delivery process on behalf of the FBI. Additional fees may apply above the FBI fee. Contact each Channeler for processing times and associated fees. For a complete list of Channelers, please visit the FBI Identity History Summary website.

For more information on obtaining the FBI fingerprint background check, please visit <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/identity-history-summary-checks>

